This student Cooperative Education evaluation is designed to provide the school with your assessment of the student's performance to date under your supervision. The evaluation is used as a tool to provide the student with valuable information in order to improve and strengthen skills necessary for the profession. Please discuss this evaluation with the student before he/she submits it to the Co-op Coordinators in the Career Development Office. It is the student's responsibility to ensure that the document is submitted to the Coordinators.

The student's grade is based largely on your evaluation of his/her skills, personal qualities, interpersonal relations and attitude. This evaluation is worth 20 points toward the final Cooperative Education Grade. Please respond to the following and add your comments where appropriate. Please fill out the evaluation in pen or type. If a correction is necessary, the supervisor responsible for completing the evaluation must initial it.

Scoring Chart
90-100 = Performance demonstrated was above the establishment's expectations with regard to an intern
80-89 = Performance demonstrated met the establishment’s expectations with minimal supervision
70-79 = Performance demonstrated met the with establishment's expectations with supervision
60-69 = Performance demonstrated was less than the establishment's expectations with regard to an intern
50-59 = Performance demonstrated failed to meet the establishment's expectations with regard to an intern
N/A = Non applicable, student did not have an opportunity to demonstrate this component

Please assess this student's ability in the following areas and write the corresponding number from the chart above in the spaces provided.

1. _____ Demonstrates knowledge of product flow from purchasing, storage and handling
2. _____ Demonstrates knowledge of sanitation, regulations and maintenance
3. _____ Demonstrates knowledge of quantity and/or a la carte food production
4. _____ Demonstrates knowledge of nutritional aspects of cooking
5. _____ Applies nutritional information in an appropriate manner
6. _____ Demonstrates knowledge of kitchen tools / equipment
7. _____ Utilizes time available efficiently
8. _____ Demonstrates speed and accuracy during production
9. _____ Demonstrates use of appropriate food techniques and presentations
10. _____ Produces a consistent quality of product
11. _____ Exhibits proficiency in oral and written communication skills
12. _____ Displays creativity and imagination
13. _____ Organizes for production priority
14. _____ Adjusts to changes in production or other work demands and other shifts
15. _____ Organizes and sees assignments to completion, meeting deadlines
16. _____ Displays self-confidence
17. _____ Displays a positive attitude
18. _____ Demonstrates ability to work in a diverse work force
19. _____ Demonstrates ability to work as a team member
20. _____ Displays a serious, responsible nature
21. _____ Has ability to seek and use help and resources effectively
22. _____ Displays openness to constructive criticism
23. _____ Demonstrates the ability to work independently
24. _____ Displays ability to observe and analyze structure and organization
25. _____ Always punctual for scheduled shift
26. _____ Interested in work, eager and willing to learn and do extra work
27. _____ Demonstrates self direction and organization
28. _____ Well groomed, creates a good impression
29. _____ Displays understanding of company culture
30. _____ Acts appropriately in his/her role
31. _____ Displays a grasp of ethical issues associated with the workplace

Best Performance Characteristics:

1. 
2. 
3. 

Areas for Improvement:

1. 
2. 
3. 

Additional Comments:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student's Signature: ____________________________________________________________ Date: ___/___/___

Supervisor's Signature: _________________________________________________________ Date: ___/___/___

Please Print & Sign

Johnson & Wales University * Career Development Office * The Friedman Center * (401) 598-1865